



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5305.1K
N35
8 MAR 07

COMNAVCRUITCOM INSTRUCTION 5305.1K

From: Commander, Navy Recruiting Command

Subj: RECRUITING REFERRAL RECOGNITION PROGRAM

Ref: (a) SECNAVINST 3590.4
(b) COMNAVCRUITCOMINST 1130.8
(c) COMNAVCRUITCOMINST 5400.1

Encl: (1) NAVCRUIT 5303/1 (Rev 3-07), Recruiting Referral
Recognition Program Request

1. Purpose. To publish policies and procedures for the Recruiting Referral Recognition (RRR) Program. References (a) through (c) germane.

2. Cancellation. COMNAVCRUITCOMINST 5305.1J

3. Discussion. Referrals from non-recruiters are an invaluable source of both officer and enlisted contracts. In order to recognize individuals for their efforts in support of recruiting, referral awards are authorized in three categories:

a. Navy Delayed Entry Program Personnel (DEPpers). For purposes of this program, individuals are considered Navy DEPpers from the time they contract until they report to their first permanent duty station. Policy and procedures for DEPper awards are specified in reference (b).

b. Military. Any service member of the Active or Reserve Component of the United States Armed Forces, except for members in the Individual Ready Reserve (IRR) or Delayed Entry Program (DEP).

c. Civilians. Non-military personnel to include federal service employees and DoD contractors.

4. Basic Eligibility Requirements

a. Military service members and civilians may qualify for recognition if, during a rolling 12-month period, they refer the required number of applicants to a Navy recruiter who contract into

an officer or enlisted program for either the Active or Reserve Component.

(1) Military service members, federal service employees, and contractors who work for COMNAVCRUITCOM are ineligible for awards under this instruction.

(2) Family members of military service members, federal service employees, and contractors who work for COMNAVCRUITCOM are also ineligible for awards under this instruction.

(3) Active duty members on Hometown Area Recruiting Program (HARP), Bluejacket HARP, or Recruiting Assistance Program (RAP) duty are ineligible for awards under this instruction. This does not preclude the commanding officer from giving special mention of their recruiting contributions in Letters of Appreciation and/or Commendation.

b. The same award may be presented more than once to the same recipient, including medals for military personnel. Items previously classified as recognition awards that are not included in this instruction shall be treated as promotional items for inventory purposes and may be awarded in lieu of a duplicate award at the award authority's discretion.

c. Qualified Referrals. To be considered a qualified referral, the referred individual must not have been previously interviewed or processed by a Navy recruiter within the last four months. Any person listed on a Navy recruiter's applicant log within the previous four months is ineligible for referral status unless the individual was a referral from the same source when originally interviewed. Any non-referred applicant who previously processed for Navy service, but was found temporarily disqualified for Navy service for any reason, does not qualify as a new referral until 365 days have elapsed since the date of previous processing. Referrals can only be credited to one referring source, meaning that two or more individuals cannot receive referral credit for the same referred person.

5. Awards and Category Descriptions. Eligibility criteria and specific awards are outlined below:

a. Awards for Qualified Military Service Members

Eligibility Criteria	Awards	Awarding Authority
One Enlisted Contract	Letter of Appreciation	NAVCRUITDIST
Two Enlisted Contracts	Letter of Commendation and Honorary Recruiter Certificate	NAVCRUITDIST
One Officer Contract	Flag Letter of Commendation and Honorary Recruiter Certificate	COMNAVCRUITCOM
Three Enlisted Contracts	Flag Letter of Commendation	COMNAVCRUITCOM
Two Officer Contracts	Navy/Marine Corps Achievement Medal	NAVCRUITDIST
Four Enlisted Contracts	Navy/Marine Corps Achievement Medal	NAVCRUITDIST
Four Officer Contracts	Navy/Marine Corps Commendation Medal	COMNAVCRUITCOM
Eight Enlisted Contracts	Navy/Marine Corps Commendation medal	COMNAVCRUITCOM

b. Awards for Civilians

Eligibility Criteria	Awards	Awarding Authority
One Enlisted Contract	Letter of Appreciation	NAVCRUITDIST
Two Enlisted or One Officer Contract	Letter of Commendation and Honorary Recruiter Certificate	NAVCRUITDIST
Three Enlisted Contracts	Flag Letter of Commendation	COMNAVCRUITCOM
Four Enlisted or Two Officer Contracts	Warm-Up Suit or similar award under \$50 value	NAVCRUITDIST

c. Responsibilities

(1) COMNAVCRUITCOM (N3) is assigned primary responsibility for administration of the Recruiting Referral Recognition Program.

(2) COMNAVCRUITCOM (N35) is assigned as Recruiting Referral Recognition Program Manager.

(3) COMNAVCRUITCOM (N961) will maintain an appropriate inventory of referral award items.

(4) NAVCRUITDIST Commanding Officer

(a) Develop and implement a program to track, monitor, and issue awards and recognition to non-recruiters who provide qualified referrals.

(b) Designate a Material Control Petty Officer for control of referral award items (i.e., warm-up suits, etc.).

(5) Officer Programs Officer (OPO)

(a) Ensure OPO Department personnel are knowledgeable about Referral Recognition Program policies and procedures.

(b) Track and verify award eligibility/level of individuals that provide referrals to Officer Recruiters.

(6) Enlisted Programs Officer (EPO)

(a) Ensure EPO Department personnel are knowledgeable about the Referral Recognition Program policies and procedures.

(b) Track and verify award eligibility of individuals that provide referrals to Enlisted Recruiters.

(c) Maintain a file of all submitted Recruiting Referral Recognition Program documents for a period of three years.

(d) Process all NAVCRUIT 5305/2 documents (Exhibit 1) and prepare appropriate awards. Forward all COMNAVCRUITCOM level awards to the Executive Secretariat, COMNAVCRUITCOM (002SA).

(7) Zone Supervisor and Recruiter-in-Charge (RinC)

(a) Ensure assigned recruiters submit NAVCRUIT 5305/2 when new contracts are processed.

(b) Verify recipient's eligibility for an award and data on NAVCRUIT 5305/2 with recruiting records (Applicant Log, RTools, OTools, or CIRIMS Print Out) and forward to the EPO.

(c) Ensure awards are received by eligible recipients within 30 days of submitting all NAVCRUIT 5305/2 documents.

(d) The RinC shall maintain a file of all submitted Recruiting Referral Recognition documents for three years.

(8) Recruiter will complete NAVCRUIT 5305/2 and submit to the RinC during the Daily Production Review.

(9) Material Control Petty Officer

(a) Duties are described in COMNAVCRUITCOMINST 5400.1.

(b) Establish procedures to ensure reasonable safeguarding of referral award items.

(c) Process new requests for awards within three to five working days of receipt.

(d) Maintain a historical database of NAVCRUIT 5305/2 documents.

e. Obtaining Awards and Supplies

(1) Warm-up suits and similar material award items will be replenished by COMNAVCRUITCOM (N961).

(2) Letters of Appreciation, Letters of Commendation, and Honorary Recruiter Certificates will be prepared and signed by the Commanding Officer.

(3) COMNAVCRUITCOM (002SA) will prepare COMNAVCRUITCOM Flag Letters of Commendation based on the NAVCRUIT 5305/1 provided by the NAVCRUITDIST. COMNAVCRUITCOM (002SA) will forward the completed documents to the NAVCRUITDIST or current duty station, as appropriate, for presentation.

(4) NAVCRUITDIST shall process NAVCRUIT 5305/2, Personal Award Recommendation, and Navy and Marine Corps Achievement or Commendation Medal Certificates for USN and USNR members per COMNAVCRUITCOMINST 5400.1.

(5) NAVCRUIT 5305/2 and OPNAV 1650/3 must include the recipient's current duty station for active duty or unit for Reservists. NAVCRUIT 5305/2 must be verified and signed by the

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Commanding Officer. Incomplete or unsigned submissions will be returned to the NAVCRUITDIST without action.

f. Recognition Letters and Certificates. Sample Letters of Appreciation and Letters of Commendation are available on the COMNAVCRUITCOM Recruiting Quarterdeck, <https://rq.cnrc.navy.mil/N3/N35.htm>.

/s/
D. J. FREDERICK
By direction

Distribution:
COMNAVCRUITCOMINST 5216.2V
Lists: I (A, D and E), IIA and IIIA

Copy to: CNO (N095)

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Recruiting Referral Recognition Program Request

(Completed form shall be retained for three years by the RinC and EPO)

NAVCRUITSTA:	NAVCRUITDIST:	NAVCRUITREG:
RECIPIENT NAME:		PHONE NUMBER:
CURRENT DUTY STATION/HOME OR WORK ADDRESS:		
PREVIOUS REFERRAL RECOGNITION AWARDS WITH DATES:		

1. Type of Referral Award Requested: ☐ Military ☐ Civilian

AWARD EARNED: _____

2. List name, referral type (Enlisted/Officer), contract/accession dates, and Navy program of all **NEW** qualified referrals.

REFERRAL NAME	TYPE	CONTRACT DATE	ACCESSION DATE	NAVY PROGRAM

3. List name, referral type (Enlisted/Officer), contract/accession dates, and Navy program of all **PREVIOUS** qualified referrals.

REFERRAL NAME	TYPE	CONTRACT DATE	ACCESSION DATE	NAVY PROGRAM

4. Recruiter Information

Name: _____ Rate: _____ Phone Number: _____

5. Eligibility Verification: (Signature or Initials)

RinC	Zone Sup	EPO or OPO	XO

6. Approval

NAVCRUITDIST CO Signature: _____ Date: _____

FOLLOWING DOCUMENTS SHALL BE FORWARDED TO NAVCRUITDIST WITH THIS FORM:

RTools, OTools, or CIRIMS Record for recipient of award
 RTools, OTools and/or CIRIMS Record for current referrals
 Applicant Logs listing all new and previous referrals

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